

KANATA THEATRE BOARD
Monday, May 16, 2016

Regrets: Alain Chamsi, Margrit Catell, Ron Gardner, Trina Malcolmson

Present: Gordon Marwood, Susan Sinchak, Jim Clarke, Jim Holmes, Justin LaDelpha, Jenny McCracken, Barbara Kobolak, Gord Walls, Allison Houston as acting Secretary

Call to order: The meeting was called to order @ 7:33pm

Secretary's Report: A motion that the minutes of the April, 2016 meeting be accepted as distributed was duly made, seconded, and unanimously **carried**.

Business arising from the minutes – none

Reports:

Past President – As of yet we have no nominee for Treasurer. Jim is waiting to see if there are any replies as a result of the Greasepaint, which was just distributed. After that he'll start actively recruiting.

Action: Justin is going to look at cloud based options for storing our financial data. This would make several things easier, especially if some financial duties were distributed to more than one person.

Vice President – please see attached written report

Treasurer – please see attached written report

Membership/Training – Trina has a list of the duties of the Membership/Training Director and a written explanation of how the Membership spreadsheet is maintained to be passed onto the new person, come the end of June. She is hoping to meet with the box office to discuss the database. Goals are that membership dues can be collected more efficiently, and online, and that the Membership Director be no longer responsible for hunting people down re outstanding membership dues.

Publicity – Please see the attached report

Box Office – Please see attached written report. In addition, there was a discussion about the need to have Front of House volunteers ready earlier, especially on opening nights.

Director, Plays – Alain's report has been published in the May Greasepaint, and is also attached to the minutes.

Student Member – KT Kids is finished for the season, after a successful Aristocats production. KYOS is now rehearsing both Friday evenings and Saturday mornings, in preparation for Spamalot. The teens are handing out subscriptions during the pre-show time of Calendar Girls.

Director Building Ops – Please see Ron’s written report. In addition: Carpet cleaning quote \$910 + tax
Other projects under consideration that were discussed: a) Painting and/or putting a chair rail on the wall where the art is hung. B) repainting the proscenium walls again.

Director Theatre Ops – Please see the attached written report. In addition: Christie Lights is going to be coming in to do work over the summer. Work may or may not need to be approved by the Board, depending on cost.

NEW BUSINESS

- Calendar Girls – Sunflower Props

- The Director is going to give each cast/crew member a sunflower, and we are looking to pass on the rest of the props to Domino Theatre or elsewhere.

- Health & Safety

- We had a visit from Dave MacDonnell from Centerpointe, looking specifically at KT’s safety procedures, and volunteer training procedures used at Centerpointe.
- Don Bell is proposing that we create an upgraded, and more formalized Health & Safety training/system for volunteers at KT.
- Counter argument: Will something formal (a mandatory training for all new members) be a barrier to volunteerism?
- Consensus: Creating a written, easily available syllabus for safety issues for each major aspect of theatre operations is an idea with merit.
- Motion: That the Board approve creation of a committee consisting of the two Directors of Operations, the Vice President, the Director of Membership and Training, and other interested parties to create a Health & Safety strategy for the theatre. This motion was duly moved, seconded and unanimously carried.

- Strategic Thinking Workshop

- Barbara attended an EODL workshop regarding strategic thinking.
- It is the President’s hope that in the year upcoming, a meeting can be scheduled with this as the only agenda item.
- This item will be brought up at the June Board Meeting.

- Succession Preparation

- People who are leaving the Board at the end of June are asked to have all your information and job history ready to hand over to the incoming Board member.

Reminders

- June General Meeting: Monday, June 6, 7:30, Rehearsal Room
- June Board Meeting: Monday, June 13, 7:30, Rehearsal Room
- July Board Meeting: TBA
- September Board Meeting: Monday, September 12, 7:30 Rehearsal Room
- September General Meeting: Monday, September 26, 7:30 Rehearsal Room

Meeting was terminated @ 9:46pm

Barbara Kobolak, President

Margrit Cattell, Secretary

REPORTS

Student

KTKids & KYOS: KTKids is now over so KYOS has taken the Saturday mornings for rehearsal in addition to Friday rehearsal. Rehearsal are Going great and we are on track for our show dates

Subscriptions: Subscriptions is going well, people are excited to volunteer. There was one night that neither of the volunteers showed up but luckily some people were able to fill in. I talked with the volunteers and they apologize for not being there.

Jenny McCracken

Past President

ELECTIONS UPDATE

This reflects the nomination situation as of today, June 1. The deadline for nominations is 48 hours before the start of that Meeting, ie 7.30 pm Saturday June 4. Full details of the nomination procedure are set out in the three previous Greasepaints.

Two points:

- YES. The meeting is indeed on Monday June 6 at 7.30 pm.
- You may vote by proxy. A proxy must be in writing (no that doesn't mean handwritten; just hard copy). It must be signed and should specify that it is for the general meeting of Kanata Theatre to be held June 6 at 7.30 pm or any adjournment of that meeting. It may state that it is to be used for all business properly coming before that meeting. It need NOT identify a candidate in whose favour the proxy is to be used. That is a matter of trust between the member giving the proxy and the member exercising it. It must be given to the secretary before the meeting is called to order. Opportunity will be given for that. Emailed and faxed proxies are not permitted.

Nominations may be submitted to any member of the Nominating Committee:

Jim Holmes- frederickjamesholmes@gmail.com

Julie Clayton- jfclayton@sympatico.ca

Nancy Cormier- nan_cormier@yahoo.ca

Newly vacant positions on the Board for which nominations have been received and accepted are:

Secretary (James Renaud)

Treasurer (Karl Wagner)

Director, Plays- Two nominations

- (Susan Monaghan)

- (Wendy Wagner)

Director, Membership and Training- (Paul Behncke)

Director, Building Operations- Two nominations

(Don Bell)

(Paul Gardner)

The following incumbents are eligible for reelection and have been nominated again:

President- Barbara Kobolak

Vice-President-Gordon Walls

Director, Publicity-Susan Sinchak

Director, Theatrical Operations-Justin Ladelpha

Director, Box Office-Gordon Marwood
Student Member at Large- Jenny McCracken
Immediate Past President (not subject to election)

Immediate Past President and Chair of Nominating Committee

Jim Holmes

Treasurer

RBC Bank balances as at 21:17 hrs, 15 May: **\$234,477.80**. However, not all this is ‘earned income’. As payments for next season’s subscriptions are being deposited now, those funds are not yet ours to respond. According to TixHub, next season’s sales – to Apr 15th - , are \$108,687.50, for the six plays.

We also still have \$504,200 invested in GICs with RBC, of which \$100,000 is redeemable at any time, the other \$404,200 is not redeemable until 14 April 2017.

To date, three cheques for the 1516 Mary Mauger Awards have been requested and issued:

- West Carleton Secondary School
- Sacred Heart High School
- Earl of March High School

- Still outstanding: AY Jackson, All Saints, Holy Trinity

Production costs: Calendar Girls production manager informally forecasts they will be spending their entire budget. No results yet available for Cats Cradle or Odd Couple as the final recaps not yet in from the production managers.

Jim Clarke

Building Operations

- Maintenance and Upgrades
- Hall to Costume room
- Painting in progress. Contract started another job, another painter is on his way.

- Maintenance of HVAC Control
- Ongoing troubleshooting, monitoring

- New Cleaners -
- We have been monitoring their work

- Jani- King to clean the seats during off season.
For a cost of \$4 per seat estimation \$1500 + taxes.

- Other issues Around playhouse:
Key box will be setup in a secure location. TBD

- Shelving and Storage in Curtain room.
- TBD – ongoing investigation on what we should do...

- Sound boot in Rehearsal hall construction
- We are looking at designing a permanent sound booth in back corner of the Rehearsal hall. Will be take up about as much room as they have now but will have storage under for flats or chairs.

- Fire Panel upgrade project
- There are a few difficiencies we will still need to address,
- Done and complete
- System tested and works fine.
- Alarm system inspection
- Alarm system was inspected – Passed annual inspection no upgrades needed
- Addressed some of the sensors that seemed not to be working but are fine. Needed adjustments
- Annual Electrical inspection
- Will be done this week Tuesday no issues expected.

- Going Forward 2016-2017
- Repair and Repainting area needed
- Inspection of Auditorium seats and repair - Cost estimate on recovering Seats in Auditorium
- Inspection of Carpeting area front lobby
- Tech booth in Rehearsal hall
- Clean up Rehearsal hall Grid project
- Clean up the “curtain room” in rehearsal hall – Need coordinator
- We’re overdue for a rigging inspection.
- Others??
- Repair outside door frames – need to fix all outside doors frames for rust and corrosion

Ronald Gardner

Theatre Operations

TV in Foyer beside Servery door & Servery pot lights

- Close Circuit video feed has not been installed, but will be a future upgrade so all TV's run off the same system.

Theatre sound system refurbishment

- New sound system items from Approved Option #2 have started to be delivered for the new system
- A portion of the new system will be temporarily set-up for the dance rental season until the permanent installation is completed
- Permanent installation is scheduled for the week of **June 20**
- During the week of June 20, the stage will be closed off as a construction zone for safety reasons due to the overhead work installing the speakers above the front edge of the stage for the audience
- Stage will be open again once structural engineer has signed off on the installation of the new speakers. – This should happen by the Wednesday of the installation week.
- System wiring is about 1/3 complete – All wiring to Stage Right is complete
- Stage Left & audience speaker wiring is underway, will need some assistance to help finish this portion of the work to ensure it is completed in a timely manner

Sound training/Education/Info session

- Thursday, May 26 I have scheduled with Director of Membership & Training a sound intro for interested parties in designing sound for shows during the next season as well as information on the new system and also updates to the software used for running sound.
- This session will also be scheduled for a later date for those who can not attend the May 26 session.

Rigging Inspection quote

- Price obtained for rigging inspection of motorized lighting pipes (quote attached)
- Inspection is long overdue
- 30' lift required for service will be onsite for a portion of June/July for the sound system installation & other maintenance items
-

Justin Ladelpha

Publicity

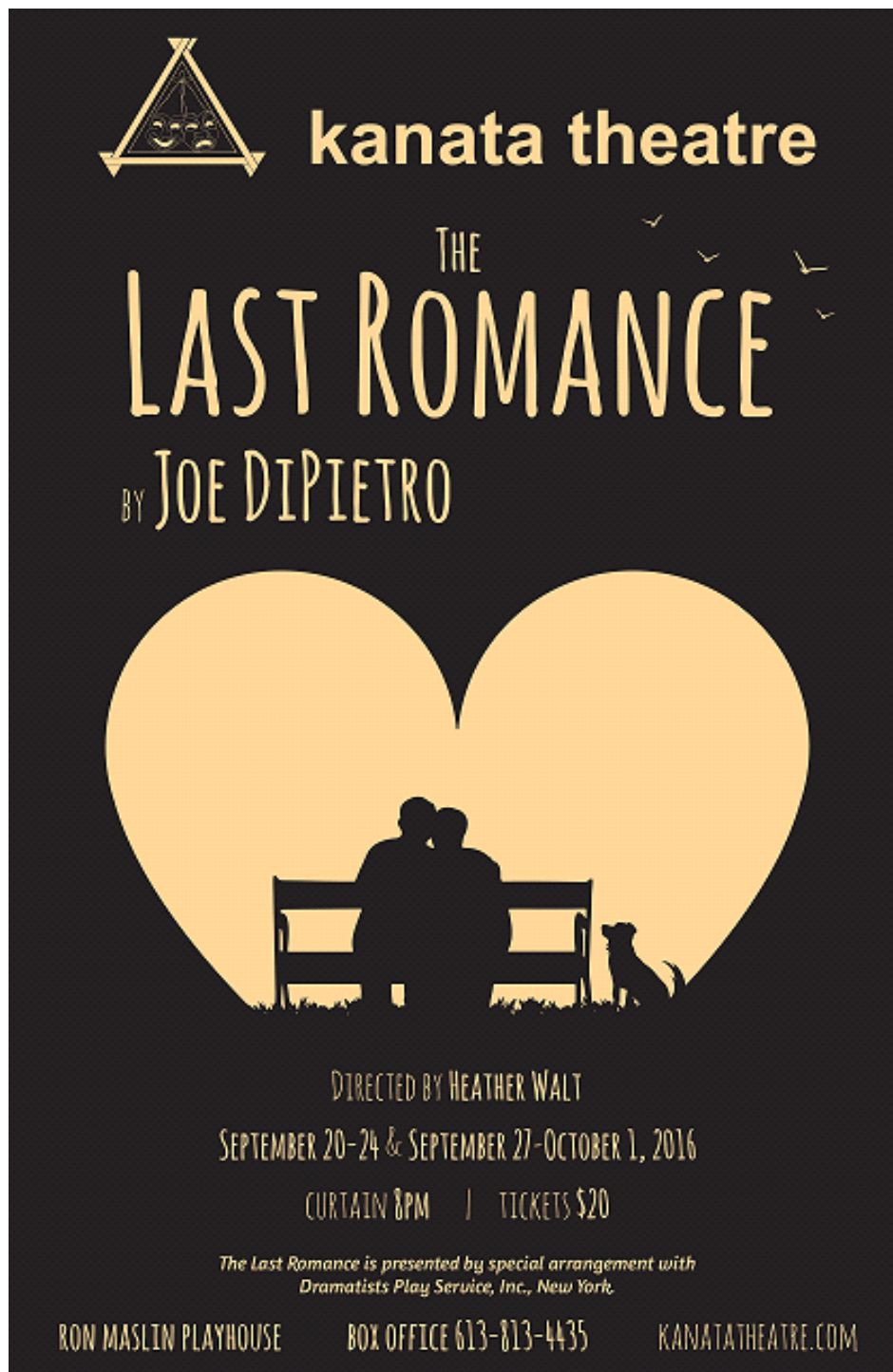
Recent activities

- Number of likes on the Kanata Theatre Facebook page are now up to 1200 by promoting to local Facebook groups like: Ladies who Lunch, Stittsville Moms, Kanata Moms, The Best of Ottawa-West.
- The new season 2016/2017 Lobby posters were created and posted in the lobby.
- The director Tania Carriere and two cast members (Bev Brooks and Melissa McCallum of Calendar Girls appeared on Roger's Daytime Ottawa on May 9th.
- I've been told by Rogers and they won't be able to have us on for all 5 plays next season due to increased interest from other theatres. We will probably only have 1 appearance a year. I am investigating other TV/radio stations.
- Google ad words is now set up and an ad for next season has been created and is now showing up.
- The curbex sign will be switched to Spamalot on May 20th.



- Permanent sign for in front of the theatre. Need to investigate having a permanent sign near the curb in front of the theatre like the curbex one. Either have the curbex one there for the full year changing the graphics appropriately or have a permanent lit sign with graphics display capabilities. I haven't had the chance to look into this yet due to Calendar Girls commitment but I will start looking into it next week after Calendar Girls closes.
- Curbex Sign: After Spamalot, I would like to switch the graphics to our new 2016/2017 season graphics for the summer until end of July. The price is \$189/month plus HST and \$49 plus HST for a graphics change (extra).

- Put a paid ad in the May-August Capital Events poster for the new 2016/2017 season.
- Max Southwood, the Algonquin student, has agreed to do the graphics for the new season again. He has already completed the design for The Last Romance.



-

Future activities

- Investigating putting up a sign at the back of the theatre. Discussion took place at the last board meeting. I will get some quotes. Need to have the following on the sign in the proper font:

Ron Maslin Playhouse Home of Kanata Theatre

- Also discussed with Gordon how to fill seats on opening nights. This could involve giving away gift certificates to senior's homes, discounts if a friend purchases tickets.... Gordon came up with lots of possibilities to try.
- Also working with Gordon to identify streets in Kanata where no tickets were ever purchased and doing either signs on that street or brochures in mailboxes or both. Will do a test street in the spring when signs can be put up.

Vice President

Overview

No discussions or votes required. See below

Liquor License (SOP – Special Occasion Permit) – Calendar Girls Opening Night – May 10

License was approved in March on a "rush" request as I was away in April. Another great event and our largest to date. Everything went well – our only issue was that we ran out of glasses at 7:55 (we may rectify this in the future -TBD). Again the patrons loved it and given there were so many non-season ticket holders at this performance, many new patrons were "treated" to the event.

Champagne Events – Summary

Calendar Girls marked the 6th and last event of the season. This marked our first season back with this opening night event and it was a very smooth and successful year. The year saw rising crowds on opening night (even excluding Calendar Girls) – a trend we hope to continue. Patrons comments were all positive. This season, compliance with AGCO regulations was increased, the result being that there were no questions or challenges to our applications. My only negative is that I have been unable to increase the number of Smart Serve servers available – the pool is still too small – I'll continue working on this. My thanks to everyone on the extended crew who have helped.

KT Computer and Internet Committee

Next meeting will be in June. Members continue to proceed with actions. Most recently Adwords have been activated in Google for us, there was a ticket scanning test on members night, and the theatre schedules are in kanatatheatre.ca using Google (connected to the members area).

Meeting with David Macdonnell

Participated in the session with David Macdonnell (from Centerpoint Ops). Good conversation both ways plus a tour of RMP. He was very impressed. It was clear to me that this is a great contact. I have always been promoting the cooperation between other community theatres but the same idea into the professional space is healthy too.

Health and Safety

What I would be doing in this space is firming up. More discussions to come.

Gordon Walls

Box Office

1. 2016-2017 Subscriptions

Processing of 2016-2017 renewed subscriptions is almost up to date.

As of 15 May, 1411 subscription seats have been sold to 612 subscribers for the 2016-2017 season. This compares with 1329 subscription seats to 568 subscribers at the same time last year for the 2015-2016 season. 44 renewed subscriptions with changes are waiting to be processed (will begin processing 1 June). 13 new subscriptions are waiting to be processed (will begin processing ~mid-June)

3. Individual play ticket sales

Calendar Girls - Ticket sales for *Calendar Girls*, to 15 May, are shown below (total available seats 3,540):

Perf. Day & Time	Performance Date	Single Comp. # Sold	Single # Sold	Single \$ Sold	Series Comp. # Sold	Series # Sold	Series \$ Sold	Total # Sold	Total \$ Sold
Season: 2015/2016									
CLG - Calendar Girls									
Tuesday Evening	10-May-16 8:00 PM	19	208	\$3,740.00	2	125	\$1,890.00	354	\$5,630.00
Wednesday Evening	11-May-16 8:00 PM	0	144	\$2,678.00	0	208	\$3,129.00	352	\$5,807.00
Thursday Evening	12-May-16 8:00 PM	1	152	\$2,880.00	0	201	\$3,018.00	354	\$5,898.00
Friday Evening	13-May-16 8:00 PM	4	128	\$2,470.00	0	222	\$3,333.50	354	\$5,803.50
Saturday Evening	14-May-16 8:00 PM	0	113	\$2,175.00	0	239	\$3,594.50	352	\$5,769.50
Tuesday Evening	17-May-16 8:00 PM	0	175	\$3,373.00	0	179	\$2,691.00	354	\$6,064.00
Wednesday Evening	18-May-16 8:00 PM	2	101	\$1,730.00	0	250	\$3,752.25	353	\$5,482.25
Thursday Evening	19-May-16 8:00 PM	0	132	\$2,590.00	0	221	\$3,321.00	353	\$5,911.00
Friday Evening	20-May-16 8:00 PM	0	122	\$2,255.00	0	232	\$3,480.50	354	\$5,735.50
Saturday Evening	21-May-16 8:00 PM	2	121	\$2,355.00	0	231	\$3,468.00	354	\$5,823.00
Calendar Girls's Total:		28	1396	\$26,246.00	2	2108	\$31,677.75	3,534	\$57,923.75
2015/2016's Total:									
Grand Total:		28	1396	\$26,246.00	2	2108	\$31,677.75	3,534	\$57,923.75

This is a quite amazing result, with only 6 seats not sold; there are currently two seats available for the remaining performances. The revenue from *Calendar Girls* exceeds that for any other of this season's play by more than \$8,000.

Spamalot young@part - Ticket sales for *Spamalot* to 15 May are shown below (total available seats 1,062):

Perf. Day & Time	Performance Date	Single Comp. # Sold	Single # Sold	Single \$ Sold	Series Comp. # Sold	Series # Sold	Series \$ Sold	Total # Sold	Total \$ Sold
Season: Kanata Single Events									
SPM - Spamlot Young@Part									
Friday Afternoon	3-Jun-16 7:00 PM	0	198	\$990.00	0	0	\$0.00	198	\$990.00
Saturday Afternoon	4-Jun-16 1:00 PM	0	116	\$580.00	0	0	\$0.00	116	\$580.00
Saturday Afternoon	4-Jun-16 3:30 PM	0	160	\$800.00	0	0	\$0.00	160	\$800.00
Spamalot Young@Part's Total:		0	474	\$2,370.00	0	0	\$0.00	474	\$2,370.00
Kanata Single Events's Total:									
Grand Total:		0	474	\$2,370.00	0	0	\$0.00	474	\$2,370.00

These sales are considerably down on last year's production of *Shrek*, which had sold 817 seats at this

time last year. However, *Shrek* had a 4 performance run, whereas *Spamalot* currently has 3 performances.

Part of the issue with *Spamalot* may be that rights could not be obtained until January 2016 whereas those for *Shrek* were available more than a month earlier in 2014. Hence, tickets for *Spamalot* have been available for a shorter time. Furthermore, *Spamalot* may be less attractive to some of our youngest audience (this comment has been received).

To try to encourage sales, an e-mail has been sent out to all *Shrek* and *Mary Poppins* attendees (those who accept bulk e-mail from KT about 40% of patrons).

298 tickets for *High School Musical* have been sold up to 15 May. This compares with 271 for *Mary Poppins* at the same time last year.

4. Ticket scanning

A ticket scanning trial, with one scanner at each of the auditorium entry doors, was undertaken at *Calendar Girls'* members night. This was largely successful. A few minor issues were noted but, even if these remain unresolved, none of them will substantially affect the audience flow through auditorium entry doors or scanning accuracy. The ticket scanning personnel had never done this scanning before and very little training was required. The scanning was at least as fast as stub-tearing and is likely to be faster once personnel become more familiar with the scanners. Scanning speed is largely a function of scanning personnel dexterity and patron ticket presentation.

The scanners used for the trial were Apple iPod Touch devices. Two have been purchased and a third will be purchased as a spare. These have a faster response than similarly priced Android phones, largely as a result of faster autofocus response.

The issues noted, which have all been reported to TixHub were:

- The scanning process appeared to "freeze" once with each scanner. Use of a "back button" and re-scanning the ticket solved this problem.
- On three or four occasions, the ticket scan was delayed as a result of a scanner "busy indication". This resulted in the scan taking 5-10 seconds rather than the normal less than half a second. This may have been a result of temporary Internet latency.
- An invalid ticket causes a red bar to appear on the scanner screen with the reason being given in black writing within the bar. This particular colour contrast makes the writing difficult to read, particularly for those with less than 100% eyesight.
- Re-scanning (re-entry) of a ticket produces a red-bar indication. This is not really an invalid ticket and it has been suggested to TixHub that an amber bar would be more appropriate.

There have been discussions with the Oakville Centre for the Performing Arts, another TixHub client. Oakville has been using ticket scanners for several years. The above issues have all been noted by Oakville but are not considered to be major problems. Oakville agrees that the suggestions made in 3. and 4. above would be useful improvements.

Although the intention was to begin using ticket scanning at the beginning of the 2016-2017, use during *Spamalot* is being contemplated.

Gordon J. Marwood

Plays

As my tenure as Director, Plays nears the end, I wanted to capture a “job description” for the position. It does not cover all the functions related to the position but focuses on the key component: play selection. I hope this will be helpful to those running or thinking of running for the position in the upcoming elections.

The prime function of the Director, Plays is to recommend to the Board the six plays (including the Christmas show) and directors for each new season. This is typically done with the assistance of a play-reading committee. The number of members of this committee varies (4 in 2014 and 10 in 2015) but it is important to have continuity from year to year and a nice cross-section of the active membership represented. It is therefore preferable to have actors, directors and technical roles represented on this committee.

The work of the committee consists of reading plays and providing an assessment of each play against certain parameters: enjoyment, technical difficulty, appeal for KT audience, etc. A spreadsheet of all the plays read over the years with each committee member’s assessment of that play is an invaluable resource to guide the discussion in selecting the plays for each season.

The process followed by the committee is described here:

1. A number of plays from previous years with favourable reviews are brought forward along with new titles suggested for inclusion. There is no firm dropdead date for bringing new plays into this process as long as the deadline for recommendation to the Board is respected.
2. Committee members read the plays and provide their reviews to the rest of the committee. They also update the spreadsheet which is shared as a Google document.
3. The number of plays is whittled down to a short list based on the committee members’ input. The Director, Plays should confirm names of possible directors for each play in the short list and may seek some input from the those directors as to their approach to the play that is being considered.
4. From that list, each committee member is encouraged to propose two possible seasons of plays that meet the established parameters, number of roles, types of plays, etc.).
5. From there, commonality is sought until a season is agreed upon. A back-up play should also be identified for each proposed play in case the rights to the selected play cannot be secured. Note that the Director, Plays is ultimately responsible for the final slate

being proposed and is expected to use good judgment in arriving at this decision.

6. The Director, Plays prepares a submission to the Board and makes the plays available for reading to the Board members.

The plays that are read are either suggested by KT members or through any other source – we want as many titles as possible to help ensure a plethora of choices for each KT season. The person who first proposes a play does not necessarily have an exclusive right to direct it. Factors such as scheduling may make it desirable to allocate that play to another director. The quality of the season will be the main concern. Note however that plays that have a strong champion with a clear view and approach to the play tend to be more successful and the committee should certainly make this an important consideration in their selection process.

As part of the committee's final recommendation, we strive to provide at least 40 roles for actors in the five non-Christmas plays, with a balance of parts for men and women and for young and not so young characters. Providing opportunities for some of our younger members should always be endeavoured when possible.

Alain Chamsi